



CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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#T1398 EXECUTIVE SECRETARY

***SALARY: \$3172 to \$3837, Monthly**

***APPLY: FIRST DATE: July 7, 2003**

LAST DATE: August 8, 2003

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EXPERIENCE: Three years of full-time clerical experience **which must include a minimum of one year of full-time experience as a personal or private secretary.** Experience as a secretary for a board president, chief executive officer, elected official, or similar executive is highly desirable.

NOTES:

1. Successful completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training, specifically in clerical or office procedures, may be substituted for one year of the required general clerical experience, but cannot be substituted for the personal/private secretarial experience. **A certificate of completion or diploma showing total number of hours included in the training program must be submitted with your application.**
2. An Associate Degree in Office Education-Secretarial, or a closely related program may be substituted for two years of the required general clerical experience, but cannot be substituted for the personal/private secretarial experience. **A diploma or college transcripts showing degree awarded must be submitted with your application.**

TYPING SKILLS: An ORIGINAL typing certificate indicating ability to type at a corrected speed of 50 WPM (words per minute) on a typewriter or computer keyboard must be submitted with your application. **Photocopies will not be accepted.** If you wish to have your original typing certificate returned, you should follow the procedures listed on your application. The certificate must be issued under International Typing Contest Rules, specify the net and gross speed, the number of errors, and that the test was five minutes or longer. Certificates specifying more than five errors will not be accepted. **If you are serving or have served in City of San Diego job classifications which meet or exceed the minimum typing requirements, and properly document this information on your application, a typing certificate will not be required.**

Typing tests are given at, but you are not limited to, the following locations: (Call individual centers for further information.)

Centre City/Skills Center:	(619) 230-2300	North City Center:	(858) 627-2545
Cesar Chavez Center:	(619) 230-2895	West City Center:	(619) 221-6973
Educational Cultural Complex:	(619) 527-5275		

STENOGRAPHIC SKILLS: Some positions may require the ability to take and transcribe difficult and varied dictation. Applicants who wish to be considered for these positions must submit a shorthand certificate indicating the ability to take dictation at 90 words per minute. Certificates must specify the number of words per minute, accuracy rate, and that the test was three minutes or longer. If you do not currently possess a shorthand certificate, you may submit one at a later time to be considered for subsequent vacancies where stenographic skills are required. Individuals who are serving or have served in City of San Diego job classifications which meet or exceed the minimum shorthand requirement need not submit a shorthand certificate.

DUTIES: Responsible for performing secretarial duties for City of San Diego Department Directors, City Manager staff, and other City executives. Executive Secretaries may arrange meetings, appointments, and itineraries; take and type minutes of meetings; compose and type routine correspondence and assemble statistical reports; provide information and interpret administrative policies and procedures for government officials, City Council, Commission Members, Community Organizations, and the public; may supervise clerical subordinates; and perform general secretarial and related work as assigned. **Some positions may require difficult and varied dictation.**

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

***PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.